

## **Lead-Related Construction Certification Application Forms and Instructions**

California Department of Health Services, Childhood Lead Poisoning Prevention Branch Lead Related Construction Unit

#### What kinds of certificates are available?

Five types of Lead-Related Construction Certificates are available to individuals who conduct lead-related construction (LRC) work in residential and/or public buildings:

- o **Inspector/Assessor:** Required for those who evaluate where there are lead hazards in public and/or residential buildings.
- o **Project Designer:** Required for those who prepare the specifications, detailed designs and cost estimates for LRC projects.
- o **Project Monitor:** Required for those who oversee LRC work to make sure that plans and specifications are followed, and who test to see if lead contamination occurred.
- o **Supervisor:** Required for those who supervise LRC work and enforce the work practices that ensure worker safety.
- o **Worker:** Required for those who perform LRC work under the direction of a Certified LRC Supervisor.

#### **How Long Does Certification Take?**

It may take up to 90 days to process certification applications, although it is normally about three weeks. DHS **cannot** expedite processing any applications.

- o DHS may take up to 30 days to review some applications for completeness. Applications for LRC Worker usually are processed more quickly than other applications.
- o If items are missing from your application, DHS will send your application back to you, along with a list of missing items. Your application should be resubmitted when it is complete.
- o Once your application is complete, DHS may take up to 60 days to verify the information in your application and grant or deny your certification.

#### **How to Apply for Certification**

To apply for certification you will need to:

- o Be sure you meet training, experience and education requirements (see pages 2 and 3).
- o If you are applying for Inspector/Assessor, Project Monitor, Project Designer or Supervisor, you must

take and pass a Statewide certification examination before you apply. (Call Cooperative Personnel Services at 916-263-3624, option 5, or visit their website at www.cps.ca.gov for information or to register.)

- o Complete an application (DHS 8488, attached).
- o Attach required documents and one 2" x 2" or larger passport style photograph. (See page 2 of the application.)
- o Include the appropriate fee (nonrefundable) for each certificate you request. (You may submit a single check or money order to pay for several fees DHS cannot accept cash.) Make check or money order payable to "California Department of Health Services".
- o Keep a copy of your completed application for your own records.
- o Mail all your application materials together to:

Childhood Lead Poisoning Prevention Branch 850 Marina Bay Parkway Building P, Third Floor, Box C Richmond, CA 94804-6403

You may also hand-deliver your application, Monday through Friday, between 9:00 a.m. and 4:00 p.m. at the above address. Applicants wishing to hand deliver certification applications must call us a day in-advance because of security restrictions. Please note that a "government issued identity card" must be presented for entrance to our facility. All hand delivered renewals must be in a sealed envelope with the above address on the outside.

If you are submitting applications for several people, make sure each applicant signs an application form, and paper-clip each applicant's materials together.

If you have questions about the Lead Certification Exams see the attached information sheet titled:

The Lead Certification Exams: Answers to Frequently Asked Questions.

Or call 1-800-597-5323
(510-620-5694 outside California)

You can also visit our Web Site: www.dhs.ca.gov/childlead

#### Minimum Training, Education, Experience & Exam Requirements

You must meet the training, experience and education requirements listed below. If you are applying for a Supervisor, Inspector/Assessor, Project Monitor, or Project Designer certificate, you must also pass a Statewide Lead Certification Exam. For information about the examination call Cooperative Personnel Services at (916) 263-3624, option 5, or the at: <a href="https://www.cps.ca.gov">www.cps.ca.gov</a>. Note that Certified Industrial Hygienists have unique requirements.

#### Worker Certificate Requirements:

Training: Lead-Related Construction Work course (can be either a 24 or a 32 hour course).

**Experience:** None **Examination:** None None

#### **Supervisor Certificate Requirements:**

Training:

Either: Lead-Related Construction Supervision & Project Monitoring course (40 hours);

Or: Lead-Related Construction Work course (24 or 32 hours) and Lead-Related Construction

Supplemental Supervision & Project Monitoring course (16 hours).

**Experience:** 

**Either:** 1 year of experience as a certified lead worker;

Or: 2 years of experience in lead-related construction or a related field (such as asbestos, the building

trades or environmental remediation) conducting health, occupational safety or environmental

hazard control.

Note: A current and active contractor's license issued in your name by the California Contractors State

License Board (CSLB) within the classifications A, ASB, B, C12, C15, C17, C21, C32, C33, C34, C35,

C39, C4, C-3, C47, C61/D38, C61/D63 or HAZ may serve as the proof of experience for Supervisors.

**Education:** None.

**Examination:** Lead Supervisor Certification Exam (call Cooperative Personnel Services (916) 263-3624, option 5).

#### **Project Monitor Certificate Requirements:**

Training:

Either: Lead-Related Construction Supervision & Project Monitoring course (40 hours);

Or: Lead-Related Construction Work course (24 or 32 hours) and Lead-Related Construction

Supplemental Supervision & Project Monitoring course (16 hours);

Or: CIHs may take a Lead-Related Construction Certified Industrial Hygienist Course (24 hours).

Education & Experience:

Either

A **Bachelor's Degree** or higher in a biological, chemical, physical science or related field; <u>and</u> 1 year of experience in lead-related construction or a related field conducting, monitoring or designing

projects in environmental health, occupational safety or environmental hazard reduction;

Or: An Associate's Degree or higher (or 20 semester / 30 quarter college units) in a biological, chemical,

physical science or related field and 1 year of experience as a certified lead supervisor;

Or: An **Associate's Degree** or higher (or 20 semester / 30 quarter college units) in a biological, chemical, physical science or related field <u>and</u> 2 years of experience in lead-related construction or a related field conducting, monitoring or designing projects in environmental health, occupational safety or

environmental hazard reduction;

Or: A High School Diploma or its equivalent and 2 years of experience as a certified lead supervisor;

Or: A **High School Diploma** or its equivalent <u>and</u> 3 years of experience in lead-related construction or a related field conducting, monitoring or designing projects in environmental health, occupational safety or environmental hazard reduction.

Or: Certified Industrial Hygienists - American Board of Industrial Hygiene certificate.

**Examination:** Lead Project Monitor Certification Exam (call Cooperative Personnel Services (916) 263-3624, opt 5).

#### **Inspector / Assessor Certificate Requirements:**

Training: Lead-Related Construction Inspection / Assessment course (40 hours)

Certified Industrial Hygienists may take a Lead-Related Construction Certified Industrial Hygienist

Course (24 hours).

**Education & Experience:** 

> Either: A Bachelor's Degree or higher in a biological, chemical, physical science or related field; and 1 year

of experience in lead-related construction or a related field: a) conducting environmental inspections and assessing environmental health, occupational safety or environmental hazards; or b) designing

projects in environmental health, occupational safety or environmental hazard reduction;

Or: An Associate's Degree or higher (or 20 semester / 30 quarter college units) in a biological, chemical, physical science or related field and 2 years of experience in lead-related construction or a related field either conducting environmental inspections and assessing environmental health, occupational safety or environmental hazards or designing projects in environmental health, occupational safety

or environmental hazard reduction;

A High School Diploma or its equivalent and 3 years of experience in lead-related construction or a related field: a) conducting environmental inspections and assessing environmental health, occupational safety or environmental hazards; or b) designing projects in environmental health,

occupational safety or environmental hazard reduction.

**Certified Industrial Hygienists** - American Board of Industrial Hygiene certificate.

Examination: Lead Inspector/Assessor Certification Exam (call Cooperative Personnel Services (916) 263-3624, x5).

#### **Project Designer Certificate Requirements:**

Training: Lead-Related Construction Supervision & Project Monitoring course (40 hours) and Lead-Related Construction Project Design course (16 hours).

Certified Industrial Hygienists may take a Lead-Related Construction Certified Industrial Hygienist Course (24 hours).

**Education & Experience:** 

> Either: A Bachelor's Degree or higher in engineering, architecture or a related profession; and 1 year of

experience in building construction and design or a related field;

An Associate's Degree or higher (or 20 semester / 30 quarter college units) building construction, building design or related field and 2 years of experience in building construction and design or a related field;

Or: A High School Diploma or its equivalent and 4 years of experience in building construction design or a related field.

**Certified Industrial Hygienists** – American Board of Industrial Hygiene certificate.

**Examination:** Lead Project Designer Certification Exam (call Cooperative Personnel Services, (916) 263-3624, x5).

#### How Long Ago Was Your Training?

If it has been more than 1 year since you completed your DHS-approved training, you must take 7-hours of DHS-approved Continuing Education before applying for certification.

If your DHS-approved initial training is more than three (3) years old, you must take the full initial course over again before applying for certification.

#### **How Was Your Training?**

DHS is interested in hearing what you thought of your lead training and continuing education. If you have comments, good or bad, about a DHS-approved training provider or course, write

Childhood Lead Poisoning Prevention Branch 850 Marina Bay Parkway

Building P, Third Floor, Box C Richmond, CA 94804-6403

#### **Calculating Your Experience**

Do the following calculation for each of your employers then add together the results (Box D) of all your experience calculations. The grand total of all your employment experiences must **equal or exceed** the experience requirements shown on pages 2 and 3.

			Sample Information		Your Information
1.	Count the number of months that you worked for an employer	A	120.0 months	A	
2.	Estimate the percentage of time you did activities for that employer that make you eligible for certification	В	0.4 (40%)	В	
		X		X	
3.	Multiply Box A by Box B. Write the result in Box C	C	48.0 months	C	
		÷	12.0	÷	12.0
4.	Divide Box C by 12 to calculate your experience in years.  Write the result in Box D	D =	4.0 years	D =	

#### What Your Application Should Include

Certificate Requested	Items to Include in Your Application	<b>Optional Form</b>
Inspector / Assessor Project Designer Project Monitor	Application Form (DHS 8488)  Course Completion Form (DHS 8493)  Course Completion Form (DHS 8493)  Check or \$ School Transcripts  Check or \$ Shoney Order  Proof of Experience Form or College of Philiph School  Proof of Experience Form or Check or \$ Shoney Order  Proof of Experience Form or College of Philiph School	Authorization to Release Personal Information (DHS 8540)
Supervisor	Application Form (DHS 8488)  Course Completion Form (DHS 8493)  Check or \$  Check or \$  Money Order  Check or \$  Money Order	Authorization to Release Personal Information (DHS 8540)
Worker	Application Form (DHS 8488)  Course Completion Form (DHS 8493)  photos  Check or \$ \$Money Order	Authorization to Release Personal Information (DHS 8540)

#### **Supervisor Applicants:**

If you are applying for <u>only</u> a Supervisor certificate and you have a current and active contractor's license issued in your name by the California Contractors State License Board (CSLB) within the classifications A, ASB, B, C12, C15, C17, C21, C32, C33, C34, C35, C39, C4, C-3, C47, C61/D38, C61/D63 or HAZ you may submit a copy of your Contractor's license in place of a Proof of Experience form.

#### **Certified Industrial Hygienists:**

If you are a Certified Industrial Hygienist applying for Lead Inspector/Assessor, Project Designer and/or Project Monitor Certification, and you took a DHS-approved lead-related construction Course for Certified Industrial Hygienists, you may submit a copy of your American Board of Industrial Hygiene certificate (or its equivalent) in place of both the Proof of Experience form and your college diploma.

#### **Application for Lead Certification**

(Not for Renewal Applications)

**Instructions:** Type or print all information clearly. Complete both sides of this form. Enclose the required fees, photographs and documentation of your training, experience and education, if applicable. **Note: your name, certification number, and expiration date will be added to the list of DHS-certified individuals on the CLPPB website.** 

1.	Applicant Inform	nation:								
	Name:	Last				First			N	/liddle Initial
	Home Address:	Last				1 1130			ıv	nadic initial
	Home Address.				Street Add	lress, Apt. No				
	-		City				8	State		Zip
	Mailing Address:(If different from above)				Compa	any Name				
	Street Address, Apt. No.									
	-		City				5	State		Zip
	Home Phone: (	)	_ Work Pi	hone: (	)		Da	ate of Birth:	Month	Day Year
	E-Mail Address:									
	Photo Identification:	· —	er's License ID Card		litary ID C		□ Pa □ Oth	•		
	Gender:	☐ Male ☐	Female							
	Race / Ethnicity:	☐ Asian ☐ Black / African A ☐ Latino / Hispanic	_		American Islander		Other:			
2.	Type of Certifica	ation: Check the circ	cle(s) for the	ecertificate	e(s) you wa	ant and fill	in the am	ount paid. <b>Fee Due</b>	Amoı	unt Paid
	☐ Lead Inspector/A	Assessor Certificate						\$ 75.00	\$	.00
	☐ Lead Supervisor	Certificate						\$ 75.00	\$	.00
	☐ Lead Project Des	signer Certificate						\$ 75.00	\$	.00
	☐ Lead Project Mo	nitor Certificate						\$ 75.00	\$	.00
	☐ Lead Worker Ce	ertificate						\$ 75.00	\$	.00
							Total Am	ount Paid:	\$	.00
3.		required fees <b>for eacl</b> fornia Department of H								heck or money
4.	Other Application	ons: Have you ever a	applied for a	California	Lead Cer	tificate bet	fore?	Yes 🗆	] No	
5.	Statewide Exam appropriate Statewide	<b>lination:</b> Enclose a e Examination.	copy of the	Cooperati	ve Person	nel Service	es notice t	hat you suc	cessfully	completed the

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- **Training, Experience, and Education:** Please enclose the following information with this application as proof that you satisfy the eligibility requirements for each certificate you requested.
  - > Lead-related construction training: Enclose the pink Course Completion Form (DHS 8493) from your DHS-approved leadrelated construction course(s). If your training is more than 1 year old, also enclose the pink Course Completion Form for your continuing education course.

Certificate Requested	Required Lead Related Construction Training
Inspector/Assessor	Inspection / Assessment (40 hours) (CIHs may take Lead Training for Certified Industrial Hygienists (24 hours))
Supervisor	Supervision & Project Monitoring (40 hours) <b>or</b> Work (24 hours) <b>and</b> Supplemental Supervision & Project Monitoring (16 hours)
Project Designer	Project Design (16 hours) <b>and</b> Supervision & Project Monitoring (40 hours) (CIHs may take Lead Training for Certified Industrial Hygienists (24 hours))
Project Monitor	Supervision & Project Monitoring (40 hours) <b>or</b> Work (24 hours) <b>and</b> Supplemental Supervision & Project Monitoring (16 hours) (CIHs may take Lead Training for Certified Industrial Hygienists (24 hours))
Worker	Work (24 or 32 hours)

Note: You must apply to the Department within one year of the date you complete your training. If you wait longer than one year to apply, you must complete seven hours of DHS-approved continuing education. If you wait longer than three years to apply, you must take a new DHS-approved lead-related construction course.

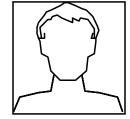
Experience: (not required for Worker certificates) To show that you have completed the required work experience, enclose completed Proof of Experience forms (DHS 8539) for each employer who is verifying that you have experience which makes you eligible for certification.

Note to Applicants for Supervisor: A current and active contractor's license issued in the applicant's name by the California Contractors State License Board within the classifications A, B, C-4, C-12, C-15, C-17, C-21, C-32, C-33, C-34, C-35, C-39, C-43, C-47, C-61/D-38, C-61/D-63, ASB, or HAZ serves as proof of experience. You may submit a copy of your Contractor's license, in place of the Proof of Experience form.

**Education:** (not required for Worker or Supervisor certificates) To show that you have completed the required education, enclose copies of your diploma or transcripts or other documentation, if applicable.

Note: If you are a Certified Industrial Hygienist, and have completed a DHS-approved lead-related construction course for Certified Industrial Hygienists, you may submit a copy of your American Board of Industrial Hygiene certificate (or its equivalent) in place of both the Proof of Experience form (DHS 8539) and your diploma or transcripts.

7.	<b>Photograph:</b> You must include a recent photograph of yourself. It must be in portrait style (see diagram at right). Select one of the follow methods for providing the photo:	
	A photo print, at least two inches square (no digital printouts). Print your name on the back.	\\ \\ \\
	Digital photo on a 3 ½ inch diskette. It should be at least 640 x 480 pixels, in JPEG format, and have your name as the file name.	
	Digital photo, e-mailed to LeadPhotos@dhs.ca.gov. It should be at least 640 x 480 pixels, in JPEG format, and have your name as the file name. Date e-mailed:	



I hereby certify, under penalty of perjury, that the information I have provided in this application is true and correct. I further acknowledge my duty under the California Code of Regulations (Title 17, §§ 35000 et seq.) to maintain, for a minimum of three years, specified documents related to lead hazard projects that I prepare, perform, or supervise. Further, I acknowledge my duty under these regulations to make these documents available to DHS upon request.

Your Signature:	_	1 1
-		Date Signed

**Mail Your Application To:** 

Childhood Lead Poisoning Prevention Branch 850 Marina Bay Parkway Building P, Third Floor, Box C Richmond, CA 94804-6403

Notify the Department within 30 calendar days if your name, address, e-mail or phone number changes.

The Department of Health Services, Childhood Lead Poisoning Prevention Branch, requests this information under the Health & Safety Code, Section 105250, in order to determine the eligibility of an individual for Lead Certification. Provision of this information is mandatory. The consequence of not providing this information is denial of certification. This information may be provided to the California Division of Occupational Safety and Health (Cal-OSHA) and California government agencies and officials, as provided by law. You have the right to access records containing your personal information maintained by the Department of Health Services. For information or access to your records, contact the Childhood Lead Poisoning Prevention Branch, 850 Marina Bay Parkway, Building P, Third Floor, Box C Richmond, CA 94804-6403, Telephone: 1-800-597-LEAD (510-620-5694 outside California).

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#### **Proof Of Experience**

**INSTRUCTIONS:** Type or print all information clearly. Complete this form to verify that an applicant has experience which makes him/her eligible for Lead Certification. This form <u>must</u> be completed and signed by a supervisor or employer, or by the applicant, if self-employed. Provide information for only <u>one</u> employer on this form.

1.	Applicant Information	on:			
	Name:	Last	First		Middle Initial
2.	Employer Information	on:			
	Company Name:				
	Address:		Street Address, Suite. I	No.	
		City		State	Zip
	If applicant is <b>not</b> self-emp	ployed, give his/her Super	rvisor's name and phone number		
	Supervisor Name:	First	Last	Phone: (	
	If applicant <u>is</u> self-employe	ed, give the names and p	hone numbers of 3 client reference	ces:	
	Client Name:	First	Last	Phone: (	
	Client Name:	First	Last	Phone: (	
	Client Name:		Last	Phone: (	)
3.	Experience Informa	tion:			
	☐ Dates of employment	:: From:// Month Day	/ To:// Year Month Day Y		
		tion. (This may include v	oplicant did for this employer, work such as lead, asbestos, en		
					over •

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	_					
<b>∟</b> In a	typical work week, wh	nat percent of the t	ime did the appli		associated job activities	:%
I hereby certify	, under penalty of per	rjury, that the infor	mation I have pro	vided in this document		
Employer/Sup	ervisor Signature:					
	nature, if self-employed)					Date Signed
Employer/Sup	ervisor Name: me, if self-employed)	Please Pr	rint or Type	Title:		
(o. / ippliodiff o Mai				n for lead certificati	on (DHS 8488)	

The Department of Health Services, Childhood Lead Poisoning Prevention Branch, requests this information under the Health & Safety Code, Section 105250, in order to determine the eligibility of an individual for Lead Certification. Provision of this information is mandatory. The consequence of not providing this information is denial of certification. This information may be provided to the California Division of Occupational Safety and Health (Cal-OSHA) and California government agencies and officials, as provided by law. You have the right to access records containing your personal information maintained by the Department of Health Services. For information or access to your records, contact the Childhood Lead Poisoning Prevention Branch, 850 Marina Bay Parkway, Building P, Third Floor, Box C, Richmond, CA 94804-6403, Telephone: 1-800-597- LEAD (510-620-5694 outside California).

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# Attention Lead Certification Applicants! Your name can appear on the State Lead Listing!

If you become certified, the Department of Health Services (DHS) can add your phone number and city to your entry on its *List of Certified Lead Professionals*. This list is distributed statewide to consumers interested in your services. It is also posted on the Internet at <a href="https://www.dhs.ca.gov/childlead">www.dhs.ca.gov/childlead</a>. This list can help you get information about your services out to:

Contractors

▶ Vendors

Apartment Managers

**▶** Homeowners

► Training Providers

▶ Building Owners

Realtors

► Health Departments

► and Many More!

What to do:

To add your phone number and city to your entry on the *List of Certified Individuals*, complete the Authorization form (DHS 8540) on the back of this page, sign it and return it to DHS. If you do not send your Authorization, your information will not appear on the list.

When to do it:

If you are not yet certified, send your Authorization to DHS with your application materials. <u>If DHS grants you certification</u>, your information will appear on the list

If you are already certified, send your Authorization to DHS <u>now</u>! The sooner we get your Authorization, the sooner your information will appear on the list.

**Questions:** 

If you have any questions, please call the Lead-Related Construction Information Line at 1-800-597-5323. Outside California, call (510) 620-5694.

**IMPORTANT:** 

<u>All</u> information submitted to DHS is subject to release under the California Public Records Act (Government Code 6250 et seq.). While DHS will use its best efforts not to publicly release your personal information, requests for records or information under this act may <u>require</u> DHS to release your personal information without your authorization.

#### **Authorization To Release Personal Information**

(For use only to have your city and work phone added to your name on the list of certified individuals)

**INSTRUCTIONS:** Complete the Personal Information portion of this form and read items 2, 3, 4, and 5. Sign the form under item 6 and submit it to the Department of Health Services (DHS). Please note, you should <u>only</u> complete this form if you want DHS to add your work phone number and city to the DHS List of Certified Lead Professionals. If you do not complete this form and send it to DHS only your name, certificate number, and expiration date will appear on the DHS List of Certified Lead Professionals on the CLPPB website. If you have already sent this form to DHS, you do not need to send it again unless your personal information has changed.

1.	Personal Information:					
	Name:					
	last		fi	rst		
	DHS Lead Certificate Numbers: (if applicable)					
	Business Address:					
	street number and nar		e suite numb			
	city			state	zip	
	Business Phone: ()					
	Do you provide any of the following services? (check all that apply)		Painting Remodeling		Construction us Materials Ren	noval
	Are you a California Licensed Contractor? (check one)		Yes (Your CSLB C	Contractor Numb	er:	)
	Are you a Certified Industrial Hygienist?(check one)		Yes (Your ABIH C	ertificate Numbe	r:	)
2.	<b>Uses:</b> DHS will use the information you provided above in this information to all interested parties. DHS may also relected act (Government Code 6250 et seq.). By allowing contacted by interested parties wanting your services of information is used by the interested parties who request it.	eas ng D or b	e this information of the thickness of t	as permitted bur personal info	y the California ormation, you r	Public nay be
3.	<b>Duration:</b> This authorization shall become effective imme	dia	ely and remain in	effect until you	ı rescind it in wı	riting.
4.	Non-Original Copies: A photocopy of this authorization	sha	all be considered a	s valid as the	original.	
5.	<b>Authorization:</b> I hereby authorize the California Dep Prevention Branch to release the information provided abor- certify, under penalty of perjury that all information given ab	ve a	according to the te	erms stated abo	nood Lead Poi ove. In signing	soning , I also
6.	Signature:					
	Your Signature		Include this form you have already or fax this form to	sent your app		
			Childhood L		Prevention Bra	anch
	Print Your Name Here		Building P,	Third Floor, Bo CA 94804-640		
	Date Signed		(510) 620-5	656 fax		

The Department of Health Services, Childhood Lead Poisoning Prevention Branch, requests this information under the Health & Safety Code, Section 105250, in order to determine the eligibility of an individual for Lead Certification. Provision of this information is mandatory. The consequence of not providing this information is denial of certification. This information may be provided to the California Division of Occupational Safety and Health (Cal-OSHA) and California government agencies and officials, as provided by law. You have the right to access records containing your personal information maintained by the Department of Health Services. For information or access to your records, contact the Childhood Lead Poisoning Prevention Branch, 850 Marina Bay Parkway, Building P, Third Floor, Box C, Richmond, CA 94804-6403, Telephone: 1-800-597- LEAD (510-620-5694 outside California).

DHS 8540 (6/04)



## The Lead Abatement Certification Exams: Answers to Frequently Asked Questions

California Department of Health Services, Childhood Lead Poisoning Prevention Branch, Lead-Related Construction Unit

#### Why are certification exams required?

The federal Residential Lead-Based Paint Hazard Reduction Act of 1992, also known as Title X, requires all states to have lead certification programs that are at least as protective as the Federal certification program. Because the Federal certification program requires individuals to pass a proficiency exam in order to become fully certified, California's lead certification program must do the same.

#### Who must take the certification exams?

California requires certification exams for Lead Abatement Inspector/Assessors, Lead Abatement Supervisors, Lead Abatement Project Designers and Lead Abatement Project Monitors. There are separate exams for each of these four types of certifications. Lead Workers are not required to take an exam.

#### Who offers the certification exams?

Cooperative Personnel Services is the contractor that DHS has chosen to administer the exams. This company has extensive experience administering many types of licensing and certification exams in California. This is the **only** company who offers California's approved lead certification exams. Passing a certification exam offered by another company or another state will **not** make you eligible for lead certification in California

#### Where and when are the exams offered?

Cooperative Personnel Services offers the exams monthly at testing sites in Northern and Southern California. Exams are generally held on the 3rd Wednesday of the month. Effective January 2005 the Supervisor exam will be offered in Spanish one month per quarter. Please see the schedule on the CPS website for more information.

#### What are the exams like?

The certification exams consist of 100 to 125 multiple-choice questions. All are offered in English, and the Supervisor exam is also offered in Spanish. None of the exams includes any "hands-on" or performance testing.

#### How much does it cost to take the exams?

The cost for taking each exam is \$175 per exam. The cost to re-take each exam is also \$175 per exam. Special, optional testing arrangements may require additional fees.

#### Can I have the exam given at my company?

Yes. For an additional \$326.70, Cooperative Personnel Services will give an exam, at a time and place of your choosing, for up to 20 people. If you have more than 20 people at your company who need testing, contact Cooperative Personnel Services. You must also provide, schedule and pay for an acceptable facility in which to hold the testing. Call Cooperative Personnel Services at (916) 263-3624, option 5, for more information.

## Can I go to *Cooperative Personnel Services* to take my exam?

Yes. If you cannot wait until the regularly scheduled exam date, you can take the exam at *Cooperative Personnel Service's* Sacramento office. The additional cost for this is: \$91.52 to take 1 exam; \$112.47 to take 2 exams. You must call *Cooperative Personnel Services* at (916) 263-3624, option 5 to schedule a test date <u>first</u>. *Cooperative Personnel Services* will <u>not</u> administer exams on a "drop-in" basis.

## Are special accommodations available for people with disabilities?

Yes, for no additional charge, *Cooperative Personnel Services* can provide ADA accommodations for those with special needs. Please note any need for special arrangements on the back of the registration form.

#### Are there "combined" exams?

No. The exams for Lead Abatement Supervisor, Lead Abatement Inspector/Assessor, Lead Abatement Project Designer and Lead Abatement Project Monitor are each separate. If you want get more than one of these certificates, you must take a separate exam for each.

## Are there any study guides available to help me study for the exam?

Study guides are available at the Childhood Lead Poisoning Prevention Branch website at <a href="https://www.dhs.ca.gov/childlead">www.dhs.ca.gov/childlead</a>. Click on "materials", then on "State Exam" in the "Certification for Lead Work" section.

#### When do I take my exam?

You may take the exam at any of the scheduled dates or make special testing arrangements with *Cooperative Personnel Services*. You need to take and pass the exam **before you apply to DHS for certification.** 

#### How do I register for my exam?

You may telephone CPS directly at (916) 263-3624, option 5 or access their website at <a href="www.cps.ca.gov">www.cps.ca.gov</a> to obtain registration materials. Complete the registration form that you received from CPS and mail it to:

Cooperative Personnel Services Attention: Lead Certification Registration 241 Lathrop Way Sacramento, California 95815

**<u>Do not</u>** send your registration form to DHS.

Your registration fee must be a cashier's check, company check, or money order, made payable to *Cooperative Personnel Services*. You must register for your exam two weeks **before** the exam date. Please see schedule for deadlines and fees structure.

#### How do I get admitted into the exam?

To be admitted into your exam, you must show a State Driver's License, State ID Card, Passport, Military ID Card or Resident Alien Card. If you cannot properly identify yourself when you arrive to take your exam, *Cooperative Personnel Services* will turn you away and not allow you to take the exam.

#### What happens if I fail my exam?

If you fail an exam, Cooperative Personnel Services will tell you how many questions you got correct and how many you missed on each of the topic area subsections of the exam. For exam security reasons, however, they cannot tell you which questions you missed.

There is no waiting period to retake the exam, however, you must register and pay for the repeat exam as described above. It is strongly recommended that you take sufficient time to thoroughly study using the study guides prior to retaking an exam.

#### What happens after I pass my exam?

Cooperative Personnel Services will send you a letter with your scores, along with how you did in each subsection. Once you have received notice that you passed your exam you may apply for certification. Please send a copy of the exam letter to DHS when you apply. DHS will then review your experience, training, and education to determine if you meet all of the requirements for certification.

## Am I certified for lead-related construction work once I pass the exam?

No. You must apply to the California Department of Health Services (DHS) for certification.

#### When can I apply for certification?

Apply to DHS <u>after</u> CPS has notified you that you have passed the exam

#### How do I apply for certification?

You must apply to DHS for certification. Do <u>not</u> send application materials to CPS. For application forms, instructions, and other certification-related questions, contact DHS at **1-800-597-5323** (510-620-5694 outside California), or download forms at **www.dhs.ca.gov/childlead/html/materials.html** 

For exam schedules, testing locations, special testing options and registration confirmation, contact:

Cooperative Personnel Services (916) 263-3624, option 5 www.cps.ca.gov